READY TO INSPECT — FIELD CHECKLIST

Fuel oil storage and day tank annual maintenance checklist

The annual fuel oil system service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against NFPA 110, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The fuel or generator service contractor on the annual standby service, coordinated with a scheduled generator load run. When: Once a year with the generator's annual service, when the set can be run under load long enough to prove the fuel path holds up.

Notice and records

- [ ] Owner told the standby fuel supply will be out of service
  Owner and facility staff given the window when the transfer pump, filters and generator fuel path are down, with a plan if the set is called during it.
  No photo required
- [ ] Spill plan and tank records on file
  The owner's spill prevention plan, tank registration and prior inspection and leak test records on file and current for this tank, gaps raised with the owner.
  No photo required

Fuel condition and polishing

- [ ] Fuel sampled and polished where fitted
  Sample pulled from the tank bottom; polishing loop run where installed, filter differential and water separator output observed until the return runs clear.
  2 photos required
- [ ] Water bottom fully drawn down
  Water and sediment drained from the low point until clean fuel pulls, volume noted so a heavy bottom moves the next service interval.
  1 photo required
- [ ] Level gauge checked against a manual stick reading
  Stick reading converted with the tank's own chart and compared to the gauge and any console reading, difference recorded and the gauge set or flagged.
  1 photo required

Filters and piping

- [ ] Fuel pumps and generator start locked out before filters open
  Transfer and polishing pumps locked and tagged, and the generator held out of auto with its starting circuit locked per the site's procedure while any filter it draws through is open.
  1 photo required
- [ ] Primary and secondary filters replaced
  Elements changed, old media cut or inspected for water and growth, housings sealed and air bled so the suction primes.
  2 photos required
- [ ] Supply and return piping and valves checked
  Full supply and return run walked for weeps, chafing and loose supports; isolation and anti-siphon valves confirmed in the correct position after service.
  1 photo required
- [ ] Cathodic protection tested where fitted
  Where the tank has cathodic protection, a qualified corrosion tester takes the readings, rectifier output recorded and the results filed with the owner.
  No photo required

- [ ] Housings sealed and locks removed before the load run
  Filter housings sealed and bled, tools and people clear, locks removed by whoever hung them, and the generator put back in auto before the load run.
  No photo required

Leak and overfill protection

- [ ] Leak sensors function tested by the manufacturer's method
  Interstitial, sump and containment sensors lifted or dipped as the manufacturer directs, alarm seen at the console, anyone it reports to told before and after.
  No photo required
- [ ] Overfill device actuated, not just the test button
  People at the fill and anyone the alarm reports to warned first, then the high-level probe or float raised to trip it, any overfill valve or ball float inspected, all reset and the fill resealed.
  No photo required

Vents and loaded run

- [ ] Vent and fill path proven open
  Vent run and screen confirmed clear so the tank breathes on draw-down, fill and gauge lines free, no vacuum building as level drops.
  1 photo required
- [ ] Day tank sustained through a load run
  Generator run under load long enough to cycle the transfer pump repeatedly; day tank holds level, return returns, no starvation or overflow across the run.
  2 photos required
- [ ] Transfer controls back in auto and alarms clear
  Pump controls in auto, leak monitor and overfill alarms clear, fill and gauge caps secured, and the owner told the fuel system is back in service.
  1 photo required